

Attachment No. 1
SECTION 1 - THE SCHEDULE
CONTINUATION TO SF-1449,
RFQ NUMBER S-CO200-08-Q-0002
PRICES, BLOCK 23

1. PRICES AND PERIOD OF PERFORMANCE

The contractor shall perform janitorial work, including furnishing all labor, material, equipment and services, for the U.S. Embassy – Bogota and the Regional Office in Cartagena, Colombia. The price listed below shall include all labor, materials, insurance (see FAR 52.228-4 and 52.228-5), overhead, and profit. The Government will pay the Contractor the fixed price per month for standard services and a fixed rate per square meter for any temporary additional services that have been satisfactorily performed.

After contract award and submission of acceptable insurance certificates, the Contracting Officer shall issue a Notice to Proceed. The Notice to Proceed will establish a date (a minimum of ten (10) days from start date listed in Notice to Proceed unless the Contractor agrees to an earlier date) on which performance shall start.

The performance period of this contract is from the start date in the Notice to Proceed and continuing for 12 months, with four (4), one-year options to renew. The initial period of performance includes any transition period authorized under the contract.

1.2. BASE PERIOD

A. Standard Services. The firm fixed price for the first year of the contract is:

1) Embassy buildings in Bogota, in and out of the Embassy compound, including:

- ✓ Chancery and New Annex buildings, with an area of 14,387 Sq. meters;
- ✓ Main and Services entrances, with an area of 190 Sq. meters;
- ✓ MSG Gym, with an area of 155 Sq. meters;

Personnel suggested covering all these areas: Sixteen (16) operators.

Total for Embassy buildings in Bogota

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

2) **Maintenance and FMS Annex Buildings,**

- ✓ Maintenance building, with an area of 422 Sq. meters;
- ✓ Annex Building, with an area of 252 Sq. meters;

Personnel suggested: One (1) operator

Total for Maintenance and FMS Annex Buildings

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

3) Embassy warehouse, Visas area, interior and exterior courtyards, and parking lots within the Embassy compound,

- ✓ Embassy warehouse, with an area of 1,965 Sq. meters;
- ✓ Visas area (including annex, bathrooms and entrance), with an area of 863 Sq. meters;
- ✓ Interior and exterior courtyards and parking lots within the Embassy compound, with a gross area of 77,000 Sq. meters.

Personnel suggested covering all these areas: Four (4) operators.

Total for Embassy Warehouse, Visa Area, Interior and Exterior Courtyards, and Parking Lots

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

4) NAS Building (OBO Temporary building No. 1), with an area of 1,232 Sq. meters;

Personnel suggested: Two (2) operators.

Total for NAS Building (OBO Temporary building No. 1)

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

5) Management Annex Building, with a total of 2,200 Sq. meters.

Personnel suggested: Three (3) operators.

Total for Management Annex Building

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

6) Zona Industrial Warehouse/Workshop (STATE), located at Carrera 32 No. 22B-95/99, with an area of 2,456 Sq. meters.

Personnel suggested: One (1) Operator.

Total for Zona Industrial Warehouse/Workshop (STATE)

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

7) **NAS Warehouse/ Offices**, located at Calle 22B NO. 32-62: Warehouse with an area of 1,500 Sq. meters and Office Space with an area of 370 Sq meters

Personnel suggested: One (1) Operator

Total for NAS Warehouse/ Offices

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

8) **NAS - Guaymaral PNC Base**, with an area of 123 square meters, includes eight (8) offices, three (3) bathrooms and one (1) conference room.

Personnel suggested: One (1) operator, one day a week on Tuesdays, from 07:00 to 17:30 p.m.

Total for NAS - Guaymaral PNC Base

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

9) **Consular Agency in Cartagena**. One (1) office with an area of 1,050 Sq. meters.

Personnel suggested: Two (2) operators.

Total for Consular Agency in Cartagena

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

Total for Standard Service

Ps\$ _____ Per Month x 12 Months = Ps\$ _____ per year
(Items 1, 2, 3, 4, 5, 6, 7, 8, and 9)

B. Temporary Additional Services. The unit price (firm-fixed-price) is:

Per Square Meter Col Ps\$ _____

Estimated Number of Square Meters Per Year: 10,000

Total Temporary Additional Services Not to Exceed Per Year Col Ps\$ _____

C. Total Base Period: Ps\$ _____ (A + B)
 Plus 1.6% VAT Ps\$ _____
 Grand Total for Base Year: Ps\$ _____

1.3 FIRST OPTION YEAR PRICES

Option Term: Twelve (12) Months

1) **Embassy buildings in Bogota, in and out of the Embassy compound, including:**

- ✓ Chancery and New Annex buildings, with an area of 14,387 Sq. meters;
- ✓ Main and Services entrances, with an area of 190 Sq. meters;
- ✓ MSG Gym, with an area of 155 Sq. meters;

Personnel suggested covering all these areas: Sixteen (16) operators.

Total for Embassy buildings in Bogota

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

2) **Maintenance and FMS Annex Buildings,**

- ✓ Maintenance building, with an area of 422 Sq. meters;
- ✓ Annex Building, with an area of 252 Sq. meters;

Personnel suggested: One (1) operator

Total for Maintenance and FMS Annex Buildings

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

3) **Embassy warehouse, Visas area, interior and exterior courtyards, and parking lots within the Embassy compound,**

- ✓ Embassy warehouse, with an area of 1,965 Sq. meters;
- ✓ Visas area (including annex, bathrooms and entrance), with an area of 863 Sq. meters;
- ✓ Interior and exterior courtyards and parking lots within the Embassy compound, with a gross area of 77,000 Sq. meters.

Personnel suggested covering all these areas: Four (4) operators.

Total for Embassy Warehouse, Visa Area, Interior and Exterior Courtyards, and Parking Lots

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

4) NAS Building (OBO Temporary building No. 1), with an area of 1,232 Sq. meters;

Personnel suggested: Two (2) operators

Total for NAS Building (OBO Temporary building No. 1)

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

5) Management Annex Building, with a total of 2,200 Sq. meters.

Personnel suggested: Three (3) operators.

Total for Management Annex Building

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

6) Zona Industrial Warehouse/Workshop (STATE), located at Carrera 32 No. 22B-95/99, with an area of 2,456 Sq. meters.

Personnel suggested: One (1) Operator.

Total for Zona Industrial Warehouse/Workshop (STATE)

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

7) New NAS Warehouse/ Offices, located at Calle 22B NO. 32-62: Warehouse with an area of 1,500 Sq. meters and Office Space with an area of 370 Sq meters

Personnel suggested: One (1) Operator

Total for New NAS Warehouse/ Offices

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

8) **NAS - Guaymaral PNC Base**, with an area of 123 square meters, includes eight (8) offices, three (3) bathrooms and one (1) conference room.

Personnel suggested: One (1) operator, one day a week on Tuesdays, from 07:00 to 17:30 p.m.

Total for NAS - Guaymaral PNC Base

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

9) **Consular Agency in Cartagena**. One (1) office with an area of 1,050 Sq. meters.

Personnel suggested: Two (2) operators.

Total for Consular Agency in Cartagena

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

Total for Standard Service

Ps\$ _____ Per Month x 12 Months = Ps\$ _____ per year
(Items 1, 2, 3, 4, 5, 6, 7, 8, and 9)

B. Temporary Additional Services. The unit price (firm-fixed-price) is:

Per Square Meter Col Ps\$ _____

Estimated Number of Square Meters Per Year: 10,000

Total Temporary Additional Services Not to Exceed Per Year Col Ps\$ _____

C. Total First Option Year: Ps\$ _____ (A + B)

Plus 1.6% VAT Ps\$ _____

Grand Total for First Option Year: Ps\$ _____

1.4 SECOND OPTION YEAR PRICES

Option Term: Twelve (12) Months

A. Standard Services. The firm fixed price for the second option year of the contract is:

1) Embassy buildings in Bogota, in and out of the Embassy compound, including:

- ✓ Chancery and New Annex buildings, with an area of 14,387 Sq. meters;
- ✓ Main and Services entrances, with an area of 190 Sq. meters;
- ✓ MSG Gym, with an area of 155 Sq. meters;

Personnel suggested covering all these areas: Sixteen (16) operators.

Total for Embassy buildings in Bogota

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

2) Maintenance and FMS Annex Buildings,

- ✓ Maintenance building, with an area of 422 Sq. meters;
- ✓ Annex Building, with an area of 252 Sq. meters;

Personnel suggested: One (1) operator

Total for Maintenance and FMS Annex Buildings

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

3) Embassy warehouse, Visas area, interior and exterior courtyards, and parking lots within the Embassy compound,

- ✓ Embassy warehouse, with an area of 1,965 Sq. meters;
- ✓ Visas area (including annex, bathrooms and entrance), with an area of 863 Sq. meters;
- ✓ Interior and exterior courtyards and parking lots within the Embassy compound, with a gross area of 77,000 Sq. meters.

Personnel suggested covering all these areas: Four (4) operators.

Total for Embassy Warehouse, Visa Area, Interior and Exterior Courtyards, and Parking Lots

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

4) **NAS Building (OBO Temporary building No. 1)**, with an area of 1,232 Sq. meters;
Personnel suggested: Two (2) operators

Total for NAS Building (OBO Temporary building No. 1)

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

5) **Management Annex Building**, with a total of 2,200 Sq. meters.

Personnel suggested: Three (3) operators.

Total for Management Annex Building

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

6) **Zona Industrial Warehouse/Workshop (STATE)**, located at Carrera 32 No. 22B-95/99, with an area of 2,456 Sq. meters.

Personnel suggested: One (1) Operator.

Total for Zona Industrial Warehouse/Workshop (STATE)

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

7) **New NAS Warehouse/ Offices**, located at Calle 22B NO. 32-62: Warehouse with an area of 1,500 Sq. meters and Office Space with an area of 370 Sq meters

Personnel suggested: One (1) Operator

Total for New NAS Warehouse/ Offices

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

8) **NAS - Guaymaral PNC Base**, with an area of 123 square meters, includes eight (8) offices, three (3) bathrooms and one (1) conference room.

Personnel suggested: One (1) operator, one day a week on Tuesdays, from 07:00 to 17:30 p.m.

Total for NAS - Guaymaral PNC Base

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

9) **Consular Agency in Cartagena.** One (1) office with an area of 1,050 Sq. meters.

Personnel suggested: Two (2) operators.

Total for Consular Agency in Cartagena

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

Total for Standard Service

Ps\$ _____ Per Month x 12 Months = Ps\$ _____ per year
(Items 1, 2, 3, 4, 5, 6, 7, 8, and 9)

B. Temporary Additional Services. The unit price (firm-fixed-price) is:

Per Square Meter Col Ps\$ _____

Estimated Number of Square Meters Per Year: 10,000

Total Temporary Additional Services Not to Exceed Per Year Col Ps\$ _____

C. Total Second Option Year: _____ (A + B)

Plus 1.6% VAT Ps\$ _____

Grand Total for Second Option Year: Ps\$ _____

1.5 **THIRD OPTION YEAR PRICES**

Option Term: Twelve (12) Months

A. Standard Services. The firm fixed price for the third option year of the contract is:

1) **Embassy buildings in Bogota, in and out of the Embassy compound, including:**

- ✓ Chancery and New Annex buildings, with an area of 14,387 Sq. meters;
- ✓ Main and Services entrances, with an area of 190 Sq. meters;
- ✓ MSG Gym, with an area of 155 Sq. meters;

Personnel suggested covering all these areas: Sixteen (16) operators.

Total for Embassy buildings in Bogota

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

2) Maintenance and FMS Annex Buildings,

- ✓ Maintenance building, with an area of 422 Sq. meters;
- ✓ Annex Building, with an area of 252 Sq. meters;

Personnel suggested: One (1) operator

Total for Maintenance and FMS Annex Buildings

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

3) Embassy warehouse, Visas area, interior and exterior courtyards, and parking lots within the Embassy compound,

- ✓ Embassy warehouse, with an area of 1,965 Sq. meters;
- ✓ Visas area (including annex, bathrooms and entrance), with an area of 863 Sq. meters;
- ✓ Interior and exterior courtyards and parking lots within the Embassy compound, with a gross area of 77,000 Sq. meters.

Personnel suggested covering all these areas: Four (4) operators.

Total for Embassy Warehouse, Visa Area, Interior and Exterior Courtyards, and Parking Lots

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

**4) NAS Building (OBO Temporary building No. 1), with an area of 1,232 Sq. meters;
Personnel suggested: Two (2) operators.**

Total for NAS Building (OBO Temporary building No. 1)

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

5) Management Annex Building, with a total of 2,200 Sq. meters.

Personnel suggested: Three (3) operators.

Total for Management Annex Building

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

6) **Zona Industrial Warehouse/Workshop (STATE)**, located at Carrera 32 No. 22B-95/99, with an area of 2,456 Sq. meters.

Personnel suggested: One (1) Operator.

Total for Zona Industrial Warehouse/Workshop (STATE)

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

7) **New NAS Warehouse/ Offices**, located at Calle 22B NO. 32-62: Warehouse with an area of 1,500 Sq. meters and Office Space with an area of 370 Sq meters

Personnel suggested: One (1) Operator

Total for New NAS Warehouse/ Offices

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

8) **NAS - Guaymaral PNC Base**, with an area of 123 square meters, includes eight (8) offices, three (3) bathrooms and one (1) conference room.

Personnel suggested: One (1) operator, one day a week on Tuesdays, from 07:00 to 17:30 p.m.

Total for NAS - Guaymaral PNC Base

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

9) **Consular Agency in Cartagena**. One (1) office with an area of 1,050 Sq. meters.

Personnel suggested: Two (2) operators.

Total for Consular Agency in Cartagena

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

Total for Standard Service

Ps\$ _____ Per Month x 12 Months = Ps\$ _____ per year
(Items 1, 2, 3, 4, 5, 6, 7, 8, and 9)

B. Temporary Additional Services. The unit price (firm-fixed-price) is:

Per Square Meter Col Ps\$ _____

Estimated Number of Square Meters Per Year: 10,000

Total Temporary Additional Services Not to Exceed Per Year Col Ps\$ _____

C. Total Third Option Year: Ps\$ _____ (A + B)

Plus 1.6% VAT Ps\$ _____

Grand Total for Third Option Year: Ps\$ _____

1.6 FOURTH OPTION YEAR PRICES

Option Term: Twelve (12) Months

A. Standard Services. The firm fixed price for the fourth option year of the contract is:

1) Embassy buildings in Bogota, in and out of the Embassy compound, including:

- ✓ Chancery and New Annex buildings, with an area of 14,387 Sq. meters;
- ✓ Main and Services entrances, with an area of 190 Sq. meters;
- ✓ MSG Gym, with an area of 155 Sq. meters;

Personnel suggested covering all these areas: Sixteen (16) operators.

Total for Embassy buildings in Bogota

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

2) Maintenance and FMS Annex Buildings,

- ✓ Maintenance building, with an area of 422 Sq. meters;
- ✓ Annex Building, with an area of 252 Sq. meters;

Personnel suggested: One (1) operator

Total for Maintenance and FMS Annex Buildings

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

3) Embassy warehouse, Visas area, interior and exterior courtyards, and parking lots within the Embassy compound,

- ✓ Embassy warehouse, with an area of 1,965 Sq. meters;
- ✓ Visas area (including annex, bathrooms and entrance), with an area of 863 Sq. meters;
- ✓ Interior and exterior courtyards and parking lots within the Embassy compound, with a gross area of 77,000 Sq. meters.

Personnel suggested covering all these areas: Four (4) operators.

Total for Embassy Warehouse, Visa Area, Interior and Exterior Courtyards, and Parking Lots

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

4) NAS Building (OBO Temporary building No. 1), with an area of 1,232 Sq. meters;

Personnel suggested: Two (2) operators.

Total for NAS Building (OBO Temporary building No. 1)

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

5) Management Annex Building, with a total of 2,200 Sq. meters.

Personnel suggested: Three (3) operators.

Total for Management Annex Building

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

6) Zona Industrial Warehouse/Workshop (STATE), located at Carrera 32 No. 22B-95/99, with an area of 2,456 Sq. meters.

Personnel suggested: One (1) Operator.

Total for Zona Industrial Warehouse/Workshop (STATE)

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

7) **New NAS Warehouse/ Offices**, located at Calle 22B NO. 32-62: Warehouse with an area of 1,500 Sq. meters and Office Space with an area of 370 Sq meters

Personnel suggested: One (1) Operator

Total for New NAS Warehouse/ Offices

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

8) **NAS - Guaymaral PNC Base**, with an area of 123 square meters, includes eight (8) offices, three (3) bathrooms and one (1) conference room.

Personnel suggested: One (1) operator, one day a week on Tuesdays, from 07:00 to 17:30 p.m.

Total for NAS - Guaymaral PNC Base

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

9) **Consular Agency in Cartagena**. One (1) office with an area of 1,050 Sq. meters.

Personnel suggested: Two (2) operators.

Total for Consular Agency in Cartagena

Standard Service Per month Ps\$ _____ x 12 = Ps\$ _____ per year

Total for Standard Service

Ps\$ _____ Per Month x 12 Months = Ps\$ _____ per year
(Items 1, 2, 3, 4, 5, 6, 7, 8, and 9)

B. Temporary Additional Services. The unit price (firm-fixed-price) is:

Per Square Meter Col Ps\$ _____

Estimated Number of Square Meters Per Year: 10,000

Total Temporary Additional Services Not to Exceed Per Year Col Ps\$ _____

C. Total Fourth Option Year: Ps\$ _____ (A + B)
Plus 1.6% VAT Ps\$ _____
Grand Total for Fourth Option Year: Ps\$ _____

1.7 GRAND TOTAL:

Base Period: Ps\$ _____
First Option Year: Ps\$ _____
Second Option Year: Ps\$ _____
Third Option Year: Ps\$ _____
Fourth Option Year: Ps\$ _____

Grand total for Base Year plus all option Years: Ps\$ _____

**CONTINUATION TO SF-1449,
RFQ NUMBER S-CO200-08-R-0002
SCHEDULE OF SUPPLIES/SERVICES, BLOCK 20
DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

1. SCOPE OF WORK

The purpose of this fixed price contract is to obtain janitorial services for real property owned or managed by the U.S. Government at the American Embassy – Bogota and Regional Office in Cartagena, Colombia. The Contractor shall perform janitorial services in all designated spaces including, but not limited to halls, offices, restrooms, work areas, entrance ways, lobbies, storage areas, elevators and stairways. The contract will be for a one year period from the date of the contract award, with four (4) one-year options.

The contractor shall furnish all managerial, administrative, and direct labor personnel that are necessary to accomplish the work in this contract. Contractor employees shall be on site only for contractual duties and not for other business purposes.

1.1 General Instructions

The contractor shall prepare general instructions for the work force. The Contractor shall provide drafts to the Contracting Officer's Representative (COR) for review within thirty days after contract award. The Contracting Officer's Representative must approve these general instructions before issuance.

1.2 Duties and Responsibilities

1.2.1 Certain areas listed in paragraph #3 require an escort and can only be entered during scheduled times. The General Instructions shall emphasize security requirements so that accidental security violations do not occur.

1.2.2. Contractor shall schedule routine cleaning requirements to ensure that these are done in the order and time frame that are most efficient and have the least impact on normal operations. They are to be performed on a daily basis.

1.2.3. Contractor shall schedule periodic cleaning requirements so that it causes minimal disruption to the normal operation of the facility. The COR shall determine the schedules presented which meet the needs of the individual facility.

1.2.4. Temporary Additional Services are services that are defined as Standard Services but are required at times other than the normal workday. These services shall support special events at the Post. The Contractor shall provide these services in addition to the scheduled services specified in this contract. The COR shall order these services as needed basis. This work shall be performed by Contractor trained employees, and shall

not be subcontracted. The COR may require the Contractor to provide temporary additional services with 24 hour advance notice.

1.2.5 The Contractor shall include in its next regular invoice details of the temporary additional services and, if applicable, materials, provided and requested under temporary additional services. The Contractor shall also include a copy of the COR's written confirmation for the temporary additional services.

1.3 Types of Services

Standard Services shall include the following work:

1.3.1 Daily Cleaning Requirements shall consist of:

1.3.1.1 Sweeping all floor areas including damp mopping of areas such as tile, linoleum, marble floors, staircases and public areas. Floors shall be free of dust, mud, sand, footprints, liquid spills, and other debris. Chairs, trash receptacles, and easily moveable items shall be tilted or moved to clean underneath. The frequency may be higher than once per day when it is rainy. When completed, the floor and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.

1.3.1.2 Dusting and cleaning all furniture including desks, chairs, credenzas, computer tables, telephone tables, bookshelves with or without glass doors, coat racks, umbrella stands, pictures, maps, telephones, computers and CRT screens, lamps and other common things found in an office environment. All furniture shall be free of dust, dirt, and sticky surfaces and areas.

1.3.1.3 Vacuuming all clean rugs and carpets, runners, and carpet protectors so that they are free from dust, dirt, mud, etc. When completed, the area shall be free of all litter, lint, loose soil and debris. Any chairs, trash receptacles, and easily moveable items shall be moved to vacuum underneath, and then replaced in the original position.

1.3.1.4 Thorough cleaning of toilets, bathrooms, mirrors, and shower facilities, using suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold, and smudges. The Contractor shall refill paper towels, toilet paper, and soap in all bathrooms. The Contractor shall check those areas used by personnel visiting the chancery several times daily to ensure that the facilities are always clean and neat.

1.3.1.5 Emptying all wastepaper baskets, ashtrays and washing or wiping them clean with a damp cloth, replacing plastic wastepaper basket linings and returning items where they were located.

1.3.1.6 Cleaning of glasses, cups, and coffee services in conference facilities in the Ambassador's office area. The Contractor shall clean the items in hot soapy water and rinse, dry and polish so that a presentable appearance is maintained.

1.3.1.7 Removing any grease marks or fingerprints from walls, doors, door frames, radiators, windows and window frames, glass desk protectors, reception booths and partitions.

1.3.1.8 Removing trash to designated area as directed by the COR, and keeping trash area in a reasonably clean condition.

1.3.1.9 Sweeping debris from walkways and driveways and hose cleaning them during appropriate climatic and water use conditions.

1.3.2 Periodic Cleaning Requirements shall consist of:

1.3.2.1 Polishing all brass surfaces including door and window handles, plaques.

1.3.2.2 Dusting tops of tall furniture, tops of picture frames and areas not covered in daily dusting.

1.3.2.3 Spot cleaning baseboards and walls.

1.3.2.4 Spot waxing and polishing floors as needed.

1.3.2.5 Shampooing (as needed) carpets.

1.3.2.6 Dusting window sills and blinds.

1.3.2.7 Cleaning shutters as required.

1.3.2.8 Sweeping and washing terraces and balconies to remove all accumulated dirt and debris.

1.3.3 Monthly Cleaning Requirements shall consist of:

1.3.3.1 Cleaning exterior of office equipment/ machines such as copiers, faxes, digital senders, refrigerators, and, microwave ovens. Cleaning means vacuuming dust from around motor areas.

1.3.3.2 Wiping window blinds with a damp cloth to ensure that all smudges are removed.

1.3.3.3 Cleaning inside window glass and sash of smudges and accumulated dirt.

1.3.3.4 Moving easily portable furniture and vacuuming or polishing the floor under the furniture as appropriate.

1.3.4 Quarterly Cleaning Requirements shall consist of:

1.3.4.1 RESERVED.

1.3.4.2 Washing and cleaning in place window blinds.

1.3.4.3 Shampooing the entire surface of carpets in the high traffic areas.

1.3.4.4 Cleaning and sanitizing the trash holding area.

1.3.4.5 RESERVED.

1.3.5 Semi-Annual Cleaning Requirements shall consist of:

1.3.5.1 Stripping wax coats and seal coats to the bare floor surface; cleaning the bare surface, and reapplying a seal coat.

1.3.5.2 Stripping wax coats, spot checking sealer coats, and completely reapplying wax coats.

1.3.5.3 Washing the outsides of the windows. When completed the windows shall be free of smudges, lint, or streaks from the surfaces.

1.3.5.4 RESERVED.

1.3.6 Annual Cleaning Requirements shall consist of:

1.3.6.1 Shampooing carpets in all areas.

1.3.6.2 RESERVED.

2.0 MANAGEMENT AND SUPERVISION

2.1 The contractor shall designate a representative who shall be responsible for on-site supervision of the Contractor's workforce at all times. This supervisor shall be the focal point for the Contractor and shall be the point of contact with U.S. Government personnel. The supervisor shall have sufficient English language skill to be able to communicate with members of the U.S. Government staff. The supervisor shall have supervision as his or her sole function.

2.2 The Contractor shall maintain schedules. The schedules shall take into consideration the hours that the staff can effectively perform their services without placing a burden on the security personnel of the Post. For those items other than routine daily services, the contractor shall provide the COR with a detailed plan as to the personnel to be used and the time frame to perform the service.

2.3 The Contractor shall be responsible for quality control. The Contractor shall perform inspection visits to the work site on a regular basis. The Contractor shall coordinate these visits with the COR. These visits shall be surprise inspections to those working on the contract. Records must be maintained.

2.4 The Contractor shall control overtime through efficient use of the work force. Individual work schedules shall not exceed forty-eight 48 hours per week to preclude overtime being part of the standard services provided under the contract. Overtime may be necessary under Temporary Additional Services. Any overtime shall be previously approved/ authorized by the COR.